



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

April 22, 2013

IOWA BULLETIN NO. IA360-13-17

SUBJECT: PER – USDA CROSS TRAINING PROGRAMS FOR FSA, NRCS, AND RD  
EMPLOYEES

**ACTION REQUIRED BY: SEPTEMBER 12, 2013**

PURPOSE: To notify all federal employees about the requirement for completing a training curriculum that includes 17 different courses.

EXPIRATION DATE: September 30, 2014

On March 28, 2013, National Bulletin 360-13-13 PER – USDA Cross Training Programs for FSA, NRCS, and RD Employees was issued, which outlines the requirement for NRCS staff who interact with the public to complete a 17 course curriculum (see attached). This curriculum was designed to train Farm Service Agency (FSA), NRCS, and Rural Development (RD) employees regarding all three agencies' programs in order to better serve our customers.

In consultation with the Leadership Team (LT) in Iowa, I have determined the following employees should complete these training modules: all field office staff; all area office staff; all LT Members; all Ecological Sciences and Conservation Planning Staff; Programs Staff - David Brommel, Paul Goldsmith, and Monica Monk; Soils Staff – MLRA Soil Scientists, GIS Staff - Gregg Hadish and James Phillips; all Engineering Staff; Public Affairs Staff - Jason Johnson; and Operations Staff - Jaia Fischer. These training courses are to be completed no later than September 12, 2013.

Those employees who were previously assigned to take Organic 101 and or Organic 201 will not be required to complete AMS Organic 101 or AMS Organic 201 which are a part of the 17 course curriculum.

Sondra Jones, Training Officer, will load the courses into AgLearn. They will be on employees' "To Do" lists no later than April 30, 2013.

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James Gillispie, Director, IDALS-DSC, Wallace State Office Building, DSM, IA  
Clare Lindahl, Executive Director, CDI, Ankeny, IA

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This training is optional for State and District personnel. State and District personnel can load all 17 courses by accessing AgLearn, typing USDA-CTP-CURR in the "Search Catalog" and hitting return. Then click on "Self Assign Curriculum" and this will assign all 17 courses to the "To Do" list. Those State and District personnel who want to take some, but not all, can assign the individual course in the same way, except instead of typing USDA-CTP-CURR, type the ID which can be found to the right of the course name on the attachment. Individuals will not be able to remove any of these courses from their "To Do" list once they are assigned, so it is important that courses are assigned only if they are to be taken.

If you have any questions please contact Sondra Folsom Jones, Human Resources Specialist/Training Officer, at (515) 323-2703 or Jill Clothier, Human Resources Assistant, at (515) 323-2616.

A handwritten signature in cursive script that reads "Martin Collins, acting".

Jay T. Mar  
State Conservationist

Attachment

## **USDA CROSS TRAINING CURRICULUM**

- USDA Cross Training Programs: FSA Overview: Item ID is USDA-CTP-FSA-0012
- USDA Cross Training Programs: FSA Loan Programs: Item ID is USDA-CTP-FSA-002
- USDA Cross Training Programs: FSA Noninsured Crop Disaster Assistance Program (NAP): Item ID is USDA-CTP-FSA-003
- USDA Cross Training Programs: NRCS Overview: Item ID is USDA-CTP-NRCS-001
- USDA Cross Training Programs: NRCS Conservation Technical Assistance Program: Item ID is USDA-CTP-NRCS-002
- USDA Cross Training Programs: NRCS Partners: Item ID is USDA-CTP-NRCS-003
- USDA Cross Training Programs: NRCS Conservation Programs Part 1: Item ID is USDA-CTP-NRCS-004
- USDA Cross Training Programs: NRCS Conservation Programs Part 11: Item ID is USDA-CTP-NRCS-005
- USDA Cross Training Programs: NRCS Wetland and Highly Erodible Land Compliance: Item ID is USDA-CTP-NRCS-006
- USDA Cross Training Programs: RD Overview: Item ID is USDA-CTP-RD-001
- USDA Cross Training Programs: RD Rural Business and Cooperative Programs: Item ID is USDA-CTP-RD-002
- USDA Cross Training Programs: RD (RHS) Housing and Community Facilities Programs: Item ID is USDA-CTP-RD-003
- USDA Cross Training Programs: RD Rural Utilities Service: Item ID is USDA-CTP-RD-004
- USDA Cross Training Programs: RMA Crop Insurance 101: Item ID is USDA-CTP-RMA-001
- USDA Cross Training Programs: RMA Crop Insurance Cycle: Item ID is USDA-CTP-RMA-002
- USDA Cross Training Programs: AMS Organic 101: Item ID is USDA-CTP-AMS-001
- USDA Cross Training Programs: AMS Organic 201: Item ID is USDA-CTP-AMS-002